

MECHANICSVILLE UNITED METHODIST CHURCH

Atlee Road
December 9, 2023
804-730-5118
9:00 – 3:00
Craft Bazaar

It's that time of the year...time for the craft bazaar at Mechanicsville United Methodist Church. . Attached is your Craft Show application and standards. Please read the enclosed Craft Show Standards, complete your application and return with a check as soon as possible, as the show sells out quickly. **Spaces will be assigned on a first come, first served basis.** Enclosed is a floor plan for the available spaces. Please note your preference of space location on the application and we will accommodate to the best of our ability.

The Bazaar will be open from 9:00 AM to 3:00 PM on Saturday. Doors will open at 7:00 AM for set up. You may set-up on Friday from 5:00 to 9:00 PM. However, please be advised that Friday set-up will be **at your own risk**. The church will be locked, but there will be no overnight security available. All vendors must be set-up and ready for shoppers by 8:45am.

Written confirmation with your assigned space number will be e- mailed upon receipt of your completed application and payment.

If you have any questions, please call Nancy Reid, 804-370-8991, nbreid@comcast.net Leave a message and I'll call you back. We look forward to hearing from you soon!

Nancy Reid

Please read the following rules and regulations for the Mechanicsville UMC before filling out and submitting your application. Thank you.

ENTRY REQUIREMENTS:

1. Complete and sign the application. The Hold Harmless agreement must be signed if you wish to participate in this show.
2. Enclose a check for the booth fee.
3. Deadline for applications is once the show is full. **THE SHOW SELLS OUT QUICKLY!**

CRAFT BAZAAR STANDARDS

Space Assignment and Fees: Exhibit space will be assigned on first come first served basis. We will endeavor to honor choice of space as noted on the application in the order requests are received. In the event that preferred space has been assigned, we reserve the right to assign the next best available space. Spaces are a minimum 8 x 8, unless noted otherwise. The booth fee is \$45.00 per space. Vendors are limited to two spaces. **ONLY THOSE LISTED ON YOUR REGISTRATION ARE ALLOWED TO SELL THEIR PRODUCTS IN YOUR SPACE WITH YOU.**

Cancellation and Refunds: Refunds will only be given if we receive notice of cancellation in a timely enough manner so we can rent your space to a crafter on the waiting list. **Vendors may not resell their space to another vendor.** Vendors without a confirmation will be asked to leave without a refund. Crafters who fail to notify us of cancellation and/or fail to set up will not be eligible for future shows. Outdoor spaces are rented at your own risk. Refunds are not given due to inclement weather.

Booth Set-up and Breakdown: Vendors must have their booths ready for business and shoppers by **8:45 am.** All aisles surrounding their assigned area must be cleared of carts, merchandise, boxes, etc. We must enforce this for the safety of our shoppers and vendors. All displays are to remain set up until the close of the show at 3 PM. If you break down early, you will not be eligible for future shows. Please remove all trash.

Dimensions and Limitations: Displays must not exceed 6 feet in height. Displays must be constructed so as not to obstruct the general view or the view of adjoining booths. Permission to exceed 6 feet must be obtained in writing. The vendor will be advised of which space location will meet the requirements.

Food and Raffle Rights: Sale of food rights is strictly limited to Church of the Redeemer. Included are all baked goods, candies, etc. These items will be on sale along with coffee, soft drinks, hot dogs, etc. No exceptions will be made. Raffles of any type are also strictly limited to Church of the Redeemer.

Sales Tax: Sales taxes are the responsibility of the vendor.

Change: Vendors are requested to bring an ample supply of change.

Electricity: If electricity is required, please note on the application. We will assign a space, as close to the electric outlet as possible but the responsibility for extension cords will be the vendors. All electrical cords must be concealed behind or under displays. **Booth space with available electricity is limited. In most cases, the spaces along walls have electricity available. Due to safety regulations, electricity may not be available to your booth space request.**

Confirmation: Written confirmation of your booth will be e-mailed

Protection of Church Property: Nothing shall be pasted, tacked, nailed, screwed or otherwise attached to columns, walls, floors or other part of the building or furniture. No open flames, such as burning candles are permitted. If you plan to demonstrate your craft, please protect the church property from damage.

Parking: All vendors must park in the designated vendor parking area. No parking in Church Parking lot during Craft Bazaar hours. This parking is needed for our valued customers.

Smoking: No smoking will be permitted anywhere in the building.

Waiting List: A waiting list will be established when all vendor spaces are sold. Any cancellations will be filled from the waiting list. All vendors on the waiting list will be included in our new vendor package mailing

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Craft Bazaar
804-746-5118

NAME: _____ HOME TELEPHONE: _____

BUSINESS NAME: _____ WORK/CELL PHONE: _____

TYPE OF CRAFT _____

ADDRESS: _____ E-MAIL _____

CITY: _____ STATE _____ ZIP _____

_____ Number of spaces requested at \$60.00 per space. _____ Number of tables requested at \$5.00 per table

Requested space _____ 1st choice _____ 2nd choice _____ 3rd choice _____ 4th choice _____ 5th choice _____ 6th choice

We provide two (2) chairs per space.

Please check those that apply:

_____ I will not need the chairs. _____ I will require electricity (wall spaces only) **Bring your own extension cord**

_____ I will set-up on Friday evening. _____ I will set-up on Saturday morning.

Special requirements or requests:

Types of Crafts:

HOLD HARMLESS AGREEMENT: I have read all rules carefully and agree to abide by them.

I/We _____, agree to hold harmless The Church of the Redeemer, its members, its affiliates, associates, tenants, committee members thereof, from any claim for damages, loss, cause of action, or cost whatsoever, in connection with a crafts bazaar including but not limited to injury to person, damage to property, loss by fire, theft or any other cause, nor will I/we be a party to any law suit. This is a legal and binding hold harmless agreement.

SIGNATURE: _____ DATE: _____

CO-WORKERS SIGNATURE _____ DATE: _____

Make checks payable to MECHANICSVILLE UNITED METHODIST CHURCH and mail reservation form with payment to:

Nancy Reid
8159 Brook Drive
Mechanicsville, VA 23111
804-370-8991